



SUNGARD SCT HIGHER EDUCATION

SCT Banner Human Resources Recruitment and Applicant Tracking Training Workbook

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Section A: Introduction

Lesson: Overview

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Workbook goal

The goal of this workbook is to provide you with the knowledge and practice to accurately create and maintain records on job applicants and positions at your institution. The workbook is divided into four sections:

- Introduction
- Set Up
- Day-to-Day Operations
- Reference

Intended audience

Human Resources Office Administrators and Staff

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Section A: Introduction

Lesson: Process Introduction

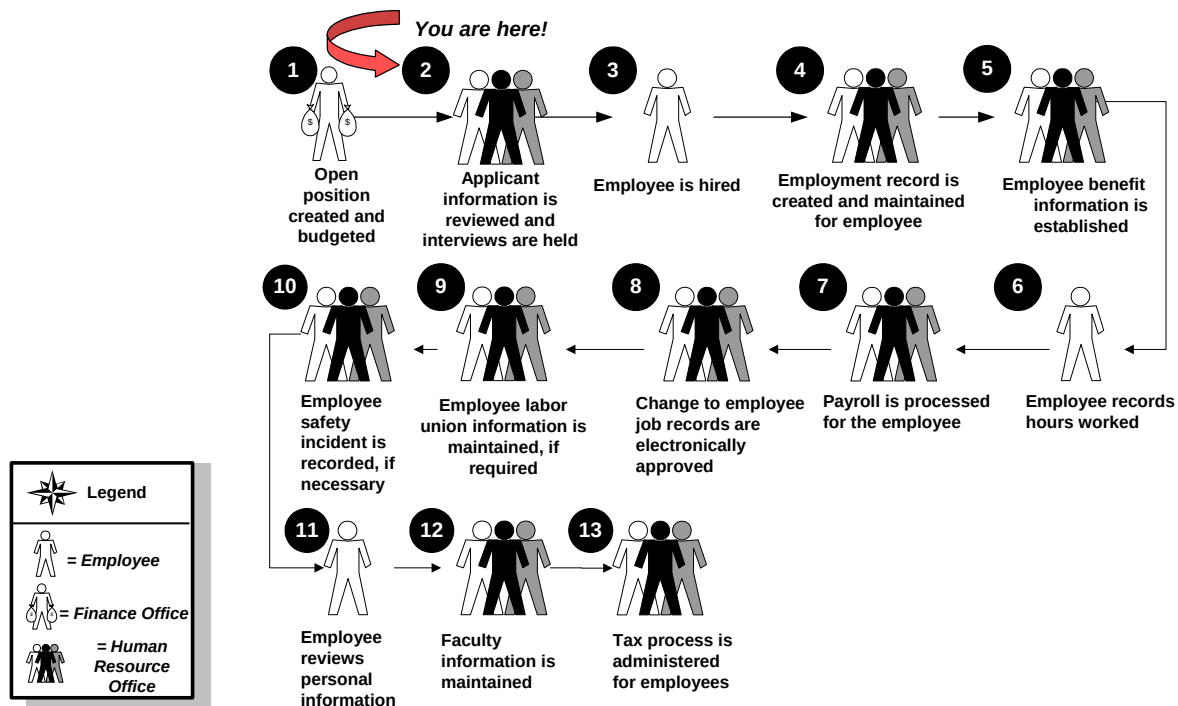
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Introduction

The SCT Banner applicant process uses several user-defined codes that are necessary when entering an applicant into the system. Once these codes are created, they are used throughout the SCT Banner HR system as the applicants are processed.

Flow diagram

This diagram highlights the processes used to process applicants within the overall Human Resources process.



About the process

- Rule and validation forms are set up on the SCT Banner system. Unless a new code is required, this step is only performed once.
- Applicants are entered into the SCT Banner system.
- Applicants are tracked.
- Applicants are matched to positions.



Section B: Set Up

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

The purpose of this section is to outline the set-up process and detail the procedures to set-up your SCT Banner system to create and maintain records on job applicants and positions at your institution.

Intended audience

Human Resources Office Administrators

Objectives

At the end of this section, you will be able to create the rules and set parameters used to process applicant data.

Prerequisites

To complete this section, you should have

- completed the SCT Education Practices computer-based training (CBT) tutorial “SCT Banner 7 Fundamentals” or have equivalent experience navigating in the SCT Banner System
- completed the Human Resources Overview training workbook
- administrative rights to create the rules and set the validation codes in SCT Banner.

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Section B: Set Up

Lesson: Rules and Validation Forms that Control Applicant Processing

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Introduction

Before SCT Banner can process applicants in the system, there are several codes and rules that need to be set or created.

Types of rule and validation forms needed

These forms are used to set the rules and parameters in SCT Banner for recording and tracking applicants. Since each of the forms below is very similar, two examples of steps required to enter data into these forms will be provided in the next lesson.

Form Description	SCT Banner Name
Rule Forms	
Applicant Status	PTRAPPS
Certification Code	PTRCERT
Ethnic Code	PTRETHN
Exam Code	PTREXAM
Requisition Status	PTRREQS
Skill Code	PTRSKIL
Skill Level	PTRSKLV
Validation Forms	
Zip/Postal Code	GTVZIPC
Applicant Source Code	PTVASRC
Comment Code	PTVCMTY
EEO Ethnic Code	PTREEOC
Publication Code	PTVPUBT
Address Type Code	STVATYP
Citizen Type Code	STVCITZ
County Code	STVCNTY
Degree Code	PTVDEGC
Degree Level Code	STVDLEV
Language Code	STVLANG
Legacy Code	STVLGCY
Major/Minor/Concentration Code	STVMAJR
Medical Equipment Code	STVMDEQ
General Medical Information	GOAMEDI
Martial Status Code	STVMRTL
Nation Code	STVNATN



Section B: Set Up

Lesson: Error! No text of specified style in document., Continued

◀ [Jump to TOC](#)

Types of rule and validations forms needed, continued

Form Description	SCT Banner Name
Validation Forms	
Port of Entry Code	STVPENT
Religion Code	STVRELG
Relation Code	STVRELT
Source/Background Institution Code	STVSBGI
State/Province Code	STVSTAT
Telephone Type	STVTELE
Visa Type Code	STVVVTyp



Section B: Set Up

Lesson: Entering Data into a Validation Table

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Validation form example

For our example, we'll use the Applicant Source Code Form (PTVASRC) that allows you to define codes to identify where applicants found out about the open position at the institution.

SCT Banner form

Source Code	Description	Activity Date
CH	Chronicle of Higher Education	07-JUN-1994
IN	Internal Reference	13-JUN-1994
IT	Internal Job Posting	13-JUN-1994
NC	National Classified Ad	13-JUN-1994
PL	Placement Office	13-JUN-1994
TC	Times Classified Ad	13-JUN-1994
UR	Union Referral	13-JUN-1994
VM	Walk In	07-JUN-1994

Procedure

Follow the steps below to complete the process.

Step	Action
1	Access the Applicant Source Code Validation Form (PTVASRC).
2	Enter a two-character code for the source in the Code field.
3	Enter the description of the source in the Description field.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Entering Data into a Rule Form

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Rule form example

For our example, we'll use the Applicant Status Rule Form (PTRAPPS) that allows you to define status codes for applicants.

SCT Banner form

Applicant Status Rules PTRAPPS 7.0 (C700)

Status	Description	Applicant Disposition	Activity Date
1	First Interview Completed	Under Consideration	10-JUN-1994
2I	Second Interview Completed	Under Consideration	10-JUN-1994
AA	Application Accepted	Under Consideration	10-JUN-1994
AF	Application on File	Under Consideration	31-MAR-1995
AR	Application Rejected	Under Consideration	10-JUN-1994
OA	Offer Accepted	Hired	10-JUN-1994
OP	Offer Pending	Under Consideration	10-JUN-1994
OR	Offer Rejected	No Longer Considered	10-JUN-1994
QN	Qualified Not Referred	No Longer Considered	31-MAR-1995
QR	Qualified Referred	Under Consideration	31-MAR-1995
RC	Reference Check Completed	Under Consideration	10-JUN-1994
RP	Reference Check Pending	Under Consideration	10-JUN-1994

Procedure

Follow the steps below to complete the process.

Step	Action
1	Access the Applicant Status Rule Form (PTRAPPS).
2	Enter a two-position status code in the Status field.
3	Enter the description of the status in the Description field.
4	Select <i>Hired</i> , <i>No Longer Considered</i> , or <i>Under Consideration</i> from the drop-down list in the Applicant Disposition field.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Review Required Values for Validation Forms

◀ [Jump to TOC](#)

Introduction

The Human Resources System works in conjunction with other SCT Banner systems. Certain processes in SCT Banner Human Resources are associated with specific values in validation forms. If the forms do not contain these values, processes associated with these forms will not run correctly. You can tailor some of the forms by adding or deleting values, but certain forms must remain as delivered.

Validation forms enable you to tailor the Human Resources System to your needs by providing the system with lists of coded values that can be entered at specific prompts.

Example: The Major/Minor/Concentration Code Validation Form (STVMAJR) allows you to enter the applicant's major subjects at the institution they attended. When a value is entered in any **Major/Minor/Concentration** field, the system checks the validation form, verifies the code, and issues an error message, if necessary.

Shared validation forms

Some of the validation forms that need to be set-up will be tables that are maintained by other areas of SCT Banner. Validation forms beginning with STV are shared with the SCT Banner Student System. Those beginning with GTV are SCT Banner General System forms. Some of these forms can be viewed but not changed without proper security access.

Example: For each validation table listed on the previous pages, access the form and review the information that is presented within the table. There will be instances that the information will need to be tailored to meet the needs of your institution. When this happens, the form can be edited to meet those needs. The following example uses the Major/Minor/Concentration Code Validation Form (STVMAJR).



Section B: Set Up

Lesson: Review Required Values for Validation Forms, Continued

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SCT Banner form

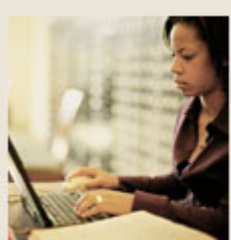
Major, Minor, Concentration Code Validation STVMAJR 7.0 (C700)

Major Code	Description	CIPC	Major	Minor	Concentration	Occupation	Financial Aid Eligibility	System Required	Voice Response Message Number
0000	Undeclared		☒	☐	☐	☐	☐	☒	Activity Date: 24-JUN-1991
SEVIS Equivalent:									
ACCT	Accounting	060201	☒	☐	☐	☐	☒	☐	Activity Date: 06-JAN-1995
SEVIS Equivalent:									
ALIT	American Literature		☐	☐	☒	☐	☒	☐	Activity Date: 02-NOV-2004
SEVIS Equivalent:									
ANTH	Anthropology	450201	☒	☒	☐	☐	☒	☐	Activity Date: 06-JAN-1995
SEVIS Equivalent:									
ART	Art		☒	☒	☐	☐	☒	☐	Activity Date: 22-NOV-2004
SEVIS Equivalent: 220101									

Procedure

Follow the steps below to complete the process.

Step	Action						
1	Access the form by entering the form code at the Go To... prompt. Then press enter.						
2	Verify that the information on the form is accurate for your institution.						
3	Edit the table (if necessary).						
<table border="1"> <thead> <tr> <th>IF</th><th>THEN</th></tr> </thead> <tbody> <tr> <td>you have access to the table</td><td>add/delete information using the add/delete functions.</td></tr> <tr> <td>you do not have access to the table</td><td>contact the person who maintains the table to ask them to add the information that you will need.</td></tr> </tbody> </table>		IF	THEN	you have access to the table	add/delete information using the add/delete functions.	you do not have access to the table	contact the person who maintains the table to ask them to add the information that you will need.
IF	THEN						
you have access to the table	add/delete information using the add/delete functions.						
you do not have access to the table	contact the person who maintains the table to ask them to add the information that you will need.						
4	Click the Save icon.						
5	Click the Exit icon.						



Section C: Day-to-Day Operations

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

The purpose of this section is to explain the day-to-day or operational procedures to create and maintain records on job applicants and positions at your institution.

Intended audience

Human Resources Office Staff.

Objectives

At the end of this section, you will be able to

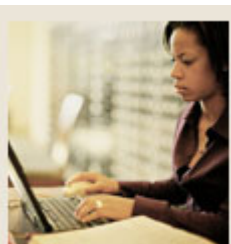
- generate a record for each applicant which contains biographic and demographic information
- retrieve applicant records by ID number or by current or previous name.
- record sources, comments, and interviewer names
- record each position for which an individual applies, along with the date and status of the application
- create detailed requisitions for vacant positions
- obtain a report matching applicants (including current employees who have applied for new positions) to existing vacancies according to specified and weighted qualifications.

Prerequisites

To complete this section, you should have

- completed the SCT Education Practices computer-based training (CBT) tutorial “SCT Banner 7 Fundamentals” or have equivalent experience navigating in the SCT Banner System
- completed the Human Resources Overview workbook.

You will also need to ensure that the rules and validation forms in SCT Banner needed for applicant processing have been set up for you.



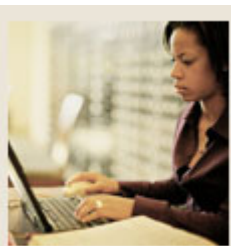
Section C: Day-to-Day Operations

Lesson: Overview (Continued)

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Section C: Day-to-Day Operations

Lesson: Process Introduction

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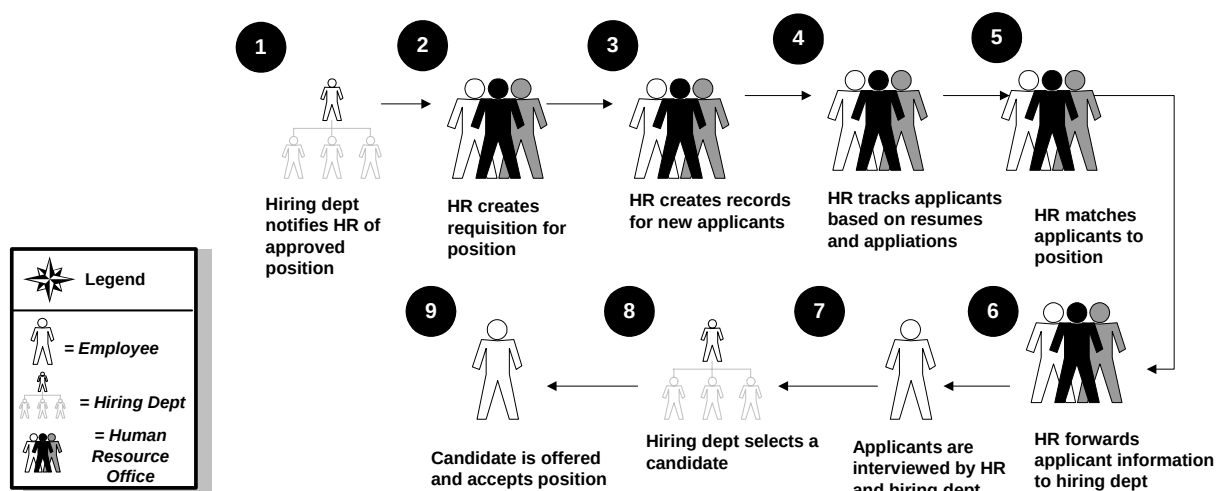
About the process

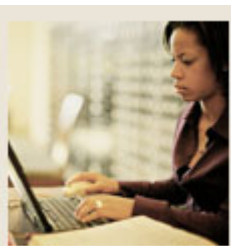
The Human Resource Office can:

- create a record for each applicant
- track applicants based on interviews and hiring status
- match applicants to positions.

Flow diagram

This diagram highlights the processes used to process an applicant in the SCT Banner HR system.





Section C: Day-to-Day Operations

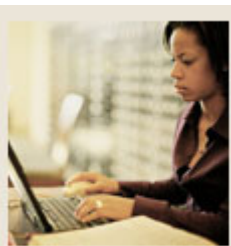
Lesson: Process Introduction (Continued)

◀ [Jump to TOC](#)

What happens

The stages of the process are described in this table.

Stage	Description
Human Resource Office	
1	Hiring department notifies Human Resources of approved position.
2	Human Resources creates a requisition for the position.
3	Human Resources creates records for new applicants.
4	Human Resources tracks applicants based on resumes and applications.
5	Human Resources matches applicants to positions.
6	Human Resources forwards applicant information to hiring department.
7	Applicants are interviewed by Human Resources and hiring department.
8	Hiring department selects a candidate.
9	Candidate is offered and accepts position.



Section C: Day-to-Day Operations

Lesson: Creating Requisitions

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Purpose

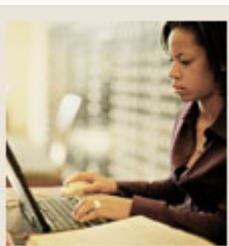
The Position Requisition Form (PAAREQU) is used to create position requisitions and capture requisition, approval, and recruiting data for vacant positions.

SCT Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Position Requisition Form (PAAREQU).
2	Enter a unique number for the requisition or have SCT Banner generate one for you by clicking on the Generate Requisition Number icon in the Requisition Number field. <u>Note:</u> You will be working with this requisition number throughout this course, so you might want to write the number down for future reference.
3	Perform a Next Block function.
4	Enter the status of the requisition or use the Search function to find it in the Status field.
5	Enter the date this status becomes effective in the Status Date field.



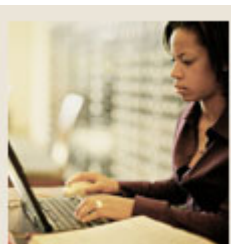
Section C: Day-to-Day Operations

Lesson: Creating Requisitions (Continued)

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Procedure, continued

Step	Action
6	Enter the number of the position for which you are creating a requisition in the Position field. <u>Note:</u> The system populates many of the fields on the form. For this exercise, accept the populated values.
7	Enter the vacancy dates as needed.
8	Enter the user ID of the person who approved this requisition or use the Search function to find it in the Approver field.
9	Enter the date this requisition was approved in the Date field.
10	Enter the user ID of the person responsible for recruiting this requisition or use the Search function to find it in the Recruiter field.
11	Click the Save icon.
12	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Creating Applicant Records

◀ Jump to TOC

Purpose

The Identification Form (PPAIDEN) is used to create records for new applicants and to modify existing applicant records. The Identification Form (PPAIDEN) provides an entry into the SCT Banner system. It generates a unique ID number for each individual. The ID number and name are the minimum requirements to **Save** the record on the system.

The name entered on PPAIDEN will appear on all paychecks and regulatory forms issued if the applicant becomes an employee.

The Identification Form shares data with all SCT Banner forms, and can be updated.

In PPAIDEN, when you add a new person to the system, you can also add biographic/demographic data. The new person does not show up on the employee search form POIIDEN until you have completed the Employee Form PEAEMPL. However, the name of the person will appear on the Person Search Form SOAIDEN.

If a person record already exists for an applicant, (for example, has applied for a job at your institution before, worked at your institution in the past, been a student, etc.), you don't need to create a new person record. The steps are included here for you to practice.

SCT Banner form

Identification PPAIDEN 7.1

ID: Generate ID:

Current Identification | Alternate Identification | Address | Telephone | Biographical | E-mail | Emergency Contact

ID: Name Type: SSN/SIN/TIN:

Person

Last Name:
First Name:
Middle Name:
Prefix:
Suffix:
Preferred First Name:
Full Legal Name:

Non-Person

Name:

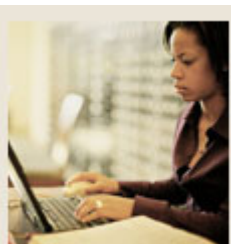
ID and Name Source

Last Update

User:
Activity Date:
Origin:

Original Creation

User:
Create Date:



Section C: Day-to-Day Operations

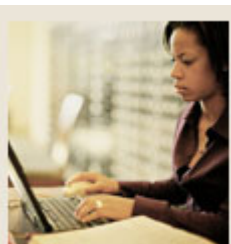
Lesson: Creating Applicant Records (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Identification Form (PPAIDEN).
2	Click the Generate icon. <u>Note:</u> When you click the Generate ID icon, the word “Generated” defaults to the ID field. This does not change until the record is saved.
3	Click the Next Block icon.
4	Enter the employee’s social security number in the SSN/SIN/TIN field.
5	Enter the person’s last name in the Last Name field. <u>Note:</u> As per the institution’s data standards, enter the Last Name <i>exactly</i> as it appears on the Social Security Card for payroll purposes.
6	Enter the person’s first name in the First Name field.
7	Optional - enter the person’s middle name in the Middle Name field.
8	Optional - enter a prefix (Ms., Mrs., Miss, Mr., Dr., Rev., Admr.) in the Prefix field.
9	Optional - enter a suffix (M.D., Jr.) in the Suffix field.
10	Optional – enter the person’s preferred first name in the Preferred First Name field. <u>Note:</u> The Preferred First Name field does not print or display on any other form or report but can be built into reports through customizations.
11	Optional – enter the person’s full legal name in the Full Legal Name field.
12	Click the Save icon.
13	Click the Biographical tab.
14	Enter the employee’s date of birth in the Birth Date fields. <u>Warning:</u> The fields appear in Day/Month/Year order. Be careful to enter the day prior to the month.
15	Select the employee’s gender in the Gender field.



Section C: Day-to-Day Operations

Lesson: Creating Applicant Records (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
16	Click the Save icon.
17	Complete the process.

IF you want to	THEN
review the new record and add more information	select the desired tab.
add another new employee	click the Generate ID icon.
assign a job to this new employee	exit this form and access the New Hire Form (PEAHIRE). See section C for details.

Alternate Identification tab

The Alternate Identification tab is used to enter a current, previous, or alternate name for a person. This is helpful when you need to record name changes associated with marriages or divorces.

Identification PPAIDEN 7.1

ID: A00034055 Shawn Dinnocenti Generate ID: [Icon]

Current Identification Alternate Identification Address Telephone Biographical E-mail Emergency Contact

Alternate Names or IDs

Name Type: [Dropdown] Change Type: [Dropdown] Origin: [Text Field]

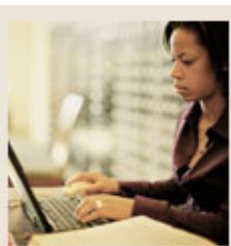
ID: [Text Field] User: [Text Field]

Last Name: [Text Field] Activity Date: [Text Field]

First Name: [Text Field] Create User: [Text Field]

Middle Name: [Text Field] Create Date: [Text Field]

Note: You can enter multiple alternative identifications for a person but you cannot delete an alternative identification once it is saved in SCT Banner.



Section C: Day-to-Day Operations

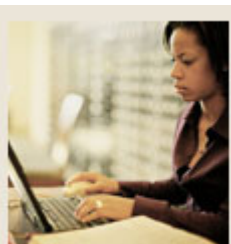
Lesson: Creating Applicant Records (Continued)

◀ Jump to TOC

Procedure

Follow the steps below to enter alternate identification information.

Step	Action
1	Access the Alternate Identification tab.
2	Select the name type code from the Name Type drop-down list.
3	Select the change type code from the Change Type drop-down list.
4	Enter an alternate name for the person, such as a maiden name, in the Last Name field.
5	Enter the person's first name in the First Name field.
6	Optional - enter the person's middle name in the Middle Name field.
7	Click the Save icon.
8	Select another tab to continue adding information or Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Creating Applicant Records (Continued)

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Address Tab

The Address tab allows you to enter or update an address for applicants and employees. You can add details such as delivery points or carrier routes. Addresses are required for employees.

This window is optional for non-employee records such as Trustees or COBRA person beneficiaries. Some persons may have more than one address, such as a Mailing address and a Business address. These are referred to as Address Types. It is important that each address be entered with the appropriate Address Type. You can add multiple addresses or see an address history by clicking the **Address Type** list and selecting **Addresses (PPIADDR)**.

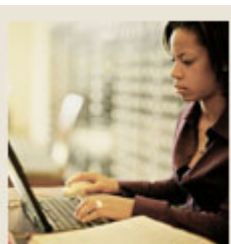
Note: When checks are processed, the Address Type is a requirement of the payroll system. Be sure to use the same Address Type in PPAIDEN, as used by HR Payroll. For example, if the Address Type entered in PPAIDEN is CA (Campus Address) and the payroll address type is MA (Mailing Address), when payroll is processed, the system will not be able to identify an address for the paycheck.

SCT Banner form

The screenshot shows the SCT Banner form, Address tab. The form is titled "Identification PPAIDEN 7.1". It has a header bar with tabs: "Current Identification", "Alternate Identification", "Address" (selected), "Telephone", "Biographical", "E-mail", and "Emergency Contact".

The form contains the following fields and sections:

- ID:** A00034055 (dropdown), Shawn Dinnocenti1 (text), Generate ID: (button)
- From Date:** 27-MAY-2005 (calendar icon), **To Date:** (calendar icon)
- Address Type:** MA (dropdown), Mailing (text)
- Sequence Number:** 1 (text)
- Street Line 1:** 4 Country View Road (text)
- Street Line 2:** (text)
- Street Line 3:** (text)
- City:** Malvern (text)
- State or Province:** PA (dropdown), Pennsylvania (text)
- ZIP or Postal Code:** 19341 (text)
- County:** (dropdown)
- Nation:** (dropdown)
- Telephone Type:** MA (dropdown), Mailing (text)
- Telephone:** (text)
- Inactivate Address:** (checkbox)
- Source:** (dropdown)
- Delivery Point:** (text)
- Correction Digit:** (text)
- Carrier Route:** (text)
- Last Update:**
 - User:** SAISUSR (text)
 - Activity Date:** 27-MAY-2005 (text)



Section C: Day-to-Day Operations

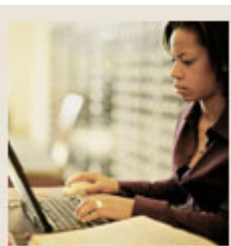
Lesson: Creating Applicant Records (Continued)

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Procedure

Follow the steps below to update address information.

Step	Action
1	Access the Address tab.
2	Optional – enter dates in the From and To fields indicating when the person started living at that address. The From field defaults to the current day.
3	If the address is no longer active, select the Inactive field.
4	Double-click in the Address Type field and select the code identifying the type of address. <u>Note:</u> SCT Banner defaults to the home address.
5	Enter the employee's address in the Address field. <u>Note:</u> Address Line 1 is required.
6	Enter the city associated with the address in the City field.
7	Double-click the State or Province field and select the state or province code.
8	Enter the zip code in the ZIP or Postal Code field. <u>Note:</u> You may also double-click the ZIP or Postal Code field and select the zip/postal code associated with the address. A search function is available.
9	Optional – double-click the County field and select and return the county associated with the address.
10	Optional- Enter "157" in the Nation field for the United States of America. <u>Note:</u> You can also double-click the Nation field and select the country code associated with the address. This is only required if the State/Province field is not complete.
11	Click the Save icon.
12	Select another tab to continue adding information or Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Creating Applicant Records (Continued)

◀ Jump to TOC

Telephone tab

The Telephone tab allows you to add details regarding a person's phone number and add comments. It automatically records the activity date when you save the record.

SCT Banner form

Identification PPAIDEN 7.1

ID: A00034055 Shawn Dinnocenti Generate ID:

Current Identification Alternate Identification Address **Telephone** Biographical E-mail Emergency Contact

Telephone Type: MO Mobile Phone Telephone: 610 - 5551212 ☒ Primary ☐ Unlisted ☐ Inactivate

International Access:

Comment:

Address Type: Sequence: Activity Date: 27-MAY-2005 User: SAISUSR

Telephone Type: Telephone: - ☐ Primary ☐ Unlisted ☐ Inactivate

International Access:

Comment:

Address Type: Sequence: Activity Date: User:

Telephone Type: Telephone: - ☐ Primary ☐ Unlisted ☐ Inactivate

International Access:

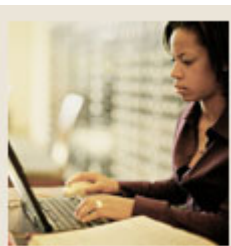
Comment:

Address Type: Sequence: Activity Date: User:

Procedure

Follow the steps below to enter current identification information.

Step	Action
1	Access the <u>Telephone</u> tab.
2	Double-click the Telephone Type field and select a telephone type.
3	Enter the employee's phone number in the Telephone field.
4	Click the Primary checkbox if this is the person's primary phone number.
5	Click the Save icon.
6	Select another tab to continue adding information or Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Creating Applicant Records (Continued)

◀ Jump to TOC

Biographical Tab

The Biographical tab on the Identification Form (PPAIDEN) is used to enter biographic and demographic information for a person/employee.

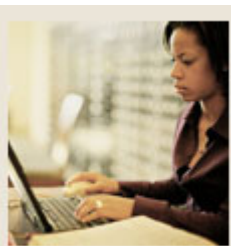
Many of the fields such as, Date of Birth, Gender, and Citizenship are required for IPEDS reporting.

You can select the Confidential option to mark this information as confidential. This tab is also to record an employee's death.

SCT Banner form

The screenshot displays the SCT Banner form, PPAIDEN 7.1, with the Biographical tab selected. The form includes the following fields and options:

- ID:** A00034055 (dropdown), Shawn Dinnocenti1 (text), Generate ID: (button)
- Tabs:** Current Identification, Alternate Identification, Address, Telephone, **Biographical**, E-mail, Emergency Contact
- Gender:** ☐ Male, ☐ Female, ☒ Not Available
- Birth Date:** (calendar icon), **Age:** (text), **SSN/SIN/TIN:** 555121211
- Confidentiality:** ☐ Confidential, ☐ Deceased, **Deceased Date:** (calendar icon)
- Citizenship:** (dropdown), **Ethnicity:** (dropdown), **Marital Status:** (dropdown), **Religion:** (dropdown), **Legacy:** (dropdown)
- Veteran File Number:** (text), **Veteran Category:** None (dropdown), **Active Duty Separation Date:** (calendar icon)
- ☐ Special Disabled Veteran
- Last Update:** **User:** SAISUSR, **Activity Date:** 27-MAY-2005



Section C: Day-to-Day Operations

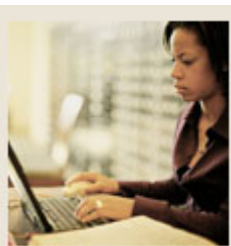
Lesson: Creating Applicant Records (Continued)

◀ Jump to TOC

Procedure

Follow these steps to add biographical information.

Step	Action
1	Access the Biographical tab.
2	Click the Confidential checkbox to mark this information as confidential. <u>Note:</u> The Confidentiality Indicator field is for reporting purposes only. If it is checked, it is displayed on the Letter Generation window. It has no effect on Web for Employees data.
3	Do not check the Deceased field. <u>Note:</u> If the employee is deceased, the Date field should also be entered with the date of death. The employee's age at the time of death is calculated by the system. This field populates the Deceased box on the W2 report.
4	Add or edit the gender, birth date, and SSN/SIN/TIN information, if needed. The person's age will be automatically calculated. <u>Note:</u> If you have already entered this information when you generated a new person record in PPAIDEN, the information will appear on this tab. You can edit this information here. <u>Note:</u> The gender of an employee cannot be <i>Unavailable</i> .
5	Double-click the Citizenship field and select a Citizen Type code. <u>Note:</u> We suggest setting up codes in STVCITZ for <i>Citizen</i> , <i>Resident Alien</i> , and <i>Non-Resident Alien</i> .
6	Double-click the Ethnicity field and select an Ethnic Code.
7	Optional – double-click the Marital Status field and select a Marital Status code.
8	Optional – double-click the Religion field and select a Religion code.
9	Optional – double-click the Legacy field and select a Legacy code. <u>Note:</u> This code is normally used for Alumni purposes; however, Human Resources could use it to identify any relatives working at the institution.



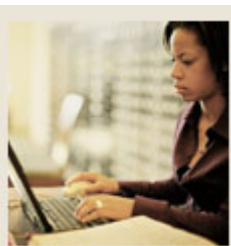
Section C: Day-to-Day Operations

Lesson: Creating Applicant Records (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
10	Enter the file number in the Veteran File Number field, if the person is a veteran.
11	Double-click the Veteran Category field and select a valid code if the person is a veteran,.
12	Check the Special Disabled Veteran field if the person is a veteran and disabled. <u>Note:</u> A special disabled veteran is either of the following: 1) A veteran who is entitled to compensation (or who would be but for the receipt of military retired pay) under laws administered by the Department of Veteran Affairs for a disability (i) rated at 30% or more, or (ii) rated at 10 or 20% in the case of a veteran who has been determined under Section 1506 of Title 38, who has been determined under Section 1506 of Title 38, U.S, to have a serious employment handicap. 2) A veteran who was discharged or released from active duty because of a service-connected disability.
13	Enter the date on which the individual separated or was discharged from active military duty in the Active Duty Separation Date field. <u>Note:</u> This date is used to classify veterans under the <i>newly separated veterans' category</i> on the VETs-100 reports whose active duty separation date falls within the VETS reporting period.
14	Click the Save icon.
15	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Modifying Applicant Records

◀ Jump to TOC

Purpose

Once you've created an applicant, you can modify their record by re-opening the Person Identification form (PPAIDEN). In this example, we will modify an address on the Address tab.

Address tab

The Address Information tab allows you to update an address. You can add details such as delivery points or carrier routes. Some persons may have more than one address, such as a Mailing address and a Business address. These are referred to as Address Types. It is important that each address be entered with the appropriate Address Type. You can add multiple addresses or see an address history by clicking the **Address Type** list and selecting **Addresses (PPIADDR)**.

SCT Banner form

Identification PPAIDEN 7.1

ID: A00034055 Shawn Dinnocenti Generate ID:

Current Identification Alternate Identification **Address** Telephone Biographical E-mail Emergency Contact

From Date: 27-MAY-2005 To Date:

Address Type: MA ☐ Mailing Source:

Sequence Number: 1

Street Line 1: 4 Country View Road

Street Line 2:

Street Line 3:

City: Malvern

State or Province: PA ☐ Pennsylvania

ZIP or Postal Code: 19341

County:

Nation:

Telephone Type: MA ☐ Mailing

Telephone: -

☐ Inactivate Address

Delivery Point:

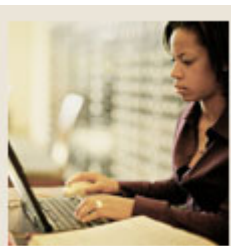
Correction Digit:

Carrier Route:

Last Update

User: SAISUSR

Activity Date: 27-MAY-2005



Section C: Day-to-Day Operations

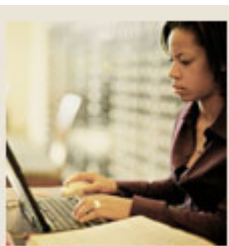
Lesson: Modifying Applicant Records (Continued)

◀ Jump to TOC

Procedure

Follow the steps below to update address information.

Step	Action
1	Access the Address tab.
2	Edit the address or telephone information as needed.
3	Optional – enter dates in the From and To fields indicating when the person started living at that address. The From field defaults to the current day.
4	If the address is no longer active, select the Inactive field.
5	Click the Save icon.
6	Select another tab to continue adding information or Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Tracking Applicants

◀ Jump to TOC

Purpose

Once an Applicant record is created, you can use the Applicant Information Form (PAAAPPL) to track a number of activities related to the application, interviewing, and hiring process.

SCT Banner form

Applicant Information PAAAPPL 7.0 (C700)

ID: @00010031 Ms. Kelley Nicole Reed ☐ Current Employee ☐ Previous Employee

Applicant Information Applicant Status Log Applicant Interview Log

Vacancy and Posting

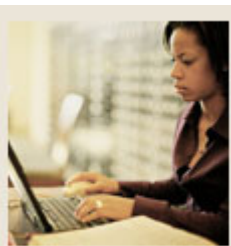
Requisition Number: R000000001
Position Number: F00018 Science Professor
Position Class: FAP04 SOAS Professor
EEO Skill: 20 Faculty

Applicant Data

Application Date: 23-NOV-2004
Source:
Full or Part Preference: Full Time
Desired Salary:
Desired Hourly Rate:

Current Applicant Status

Status:
Status Date: 23-NOV-2004 Disposition:
Comment:



Section C: Day-to-Day Operations

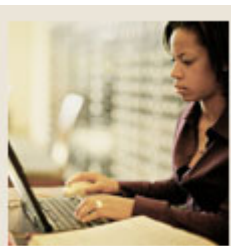
Lesson: Tracking Applicants (Continued)

◀ [Jump to TOC](#)

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Applicant Information Form (PAAAPPL).
2	Enter the ID of your applicant in the ID field.
3	Perform a Next Block function.
4	Select the Search function to obtain the requisition number in the Requisition Number field. <u>Note:</u> The system populates the rest of the fields in the Vacancy/Posting Information section of the form but these fields can be changed as necessary.
5	Double-click in the Source field and enter the applicant source code to identify how the applicant found out about the open position.
6	Enter the desired annual salary in the Desired Salary field.
7	Enter the desired hourly rate in the Desired Hourly Rate field. <u>Note:</u> You can enter values in one or both of these fields.
8	Click the Save icon.
9	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Tracking Applicants (Continued)

◀ Jump to TOC

Applicant Status Log tab

The Applicant Status Log tab allows you to record multiple comments in sequential order as the applicant goes through the interview and selection process.

Applicant Information PAAAPPL 7.0 (C700)

ID: 00010031 Ms. Kelley Nicole Reed ☒ Current Employee ☐ Previous Employee

Applicant Information Applicant Status Log Applicant Interview Log

Sequence Number: 1

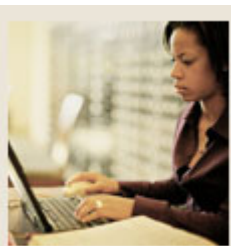
Status: AA Application Accepted Status Date: 23-NOV-2004

Comment: Application sent to hiring dept. for review

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Applicant Information Form (PAAAPPL).
2	Enter the ID of your applicant in the ID field.
3	Perform a Next Block function.
4	Select the Applicant Status Log tab.
5	Enter a number in the Sequence Number field.
6	Select a status in the Status field.
7	Type your comments in the Comment field.
8	Click the Save icon.



Section C: Day-to-Day Operations

Lesson: Tracking Applicants (Continued)

◀ Jump to TOC

Purpose

The Applicant Interview Log tab allows you to record multiple comments specific to the interview as the applicant goes through the interview process. You can also add interview dates and times.

Applicant Information PAAAPPL 7.0 (C700)

ID: @00010031 Ms. Kelley Nicole Reed ☐ Current Employee ☐ Previous Employee

Applicant Information Applicant Status Log Applicant Interview Log

Interviewer: 710000011 Eugene V. Adams

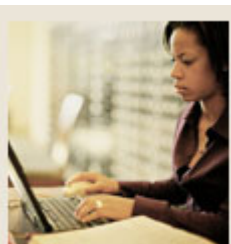
Date: 23-NOV-2004 Interview Time: 15:00 (03:00PM)

Comment: Ms. Reed has previous experience at Forrest University as a Science professor. She gave multiple examples of how she integrated adult learning theory into her lectures to make them dynamic and interactive. She demonstrated excellent platform skills when we asked her to give a 5 minute simulation of one of her lectures.

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Applicant Information Form (PAAAPPL).
2	Enter the ID of your applicant in the ID field.
3	Perform a Next Block function.
4	Select the Applicant Interview Log tab.
5	Select the name of the interviewer in the Interviewer field.
6	Enter the interview date in the Date field.
7	Enter the interview time in military time format (HH:MM) <u>Example:</u> 15:30 is 3:30 pm while 01:30 is 1:30 am.
8	Type your comments in the Comment field.
9	Click the Save icon.



Section C: Day-to-Day Operations

Lesson: Tracking Applicants by Requisitions or Positions

◀ Jump to TOC

Purpose

The Applicant Entry by Requisition/Position Form (PAAAPOS) is used to display and maintain applicant information by requisition or position. You can specify a requisition or position number in the key block, and the system displays all the applicants for that requisition or position. This allows you to view and work on all the applicants for a specific job opening.

SCT Banner form

Applicant Entry by Requisition/Position PAAAPOS 7.0 (C700)

Requisition Number: R000000001
 Position Number: F00018 Science Professor
 Position Class: FAP04 SOAS Professor

Applicant Information Status Log Interview Log

Applicant ID: 000010031 Ms. Kelley Nicole Reed
☐ Current Employee ☐ Previous Employee

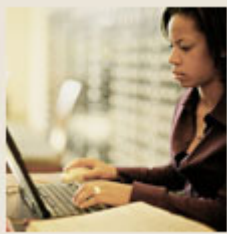
EEO Skill: 20 Faculty
 Application Date: 23-NOV-2004
 Full or Part or No Preference: Full Time
 Source: CH Chronicle of Higher Education
 Desired Salary:
 Desired Hourly Rate:

Current Status: AA Application Accepted Date: 23-NOV-2004 Disposition: Under consideration
 Comment: Application sent to hiring dept. for review

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Applicant Entry by Requisition/Position Form (PAAAPOS).
2	If you want to view all of the applicants for a requisition, enter the number of the requisition in the Requisition Number field, or use the Search button to find it. <u>Note:</u> If you have multiple requisitions for the same position number, leave the Requisition Number field blank. This can occur, for example, if you're hiring two bookstore clerks: there will be two requisitions for the same position. You can enter values in either the Requisition Number field or the Position Number field, or in both. You can't leave both fields blank.



Section C: Day-to-Day Operations

Lesson: Tracking Applicants by Requisitions or Positions (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
3	Enter the number of the requisition or select the Search function to find it in the Position Number field.
4	Perform a Next Block function.
5	Enter the ID of the applicant in the ID field.
6	Double-click in the Source field and select the applicant source code.
7	Enter the desired annual salary in the Desired Salary field.
8	Enter the desired hourly rate in the Desired Hourly Rate field. <u>Note:</u> You can enter values in one or both of these fields.
9	Click the Save icon.
10	Click the Exit icon.

Status Log tab

The Status Log tab displays status and comment information for an applicant.

Applicant Entry by Requisition/Position PAAAPOS 7.0 (C700)

Requisition Number: R000000001
 Position Number: F00018 Science Professor
 Position Class: FAP04 SOAS Professor

Applicant Information Status Log Interview Log

Applicant ID: @00010031 Ms. Kelley Nicole Reed

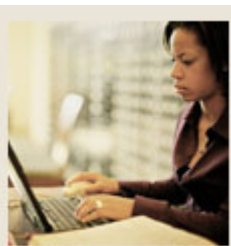
Sequence Num: 1
 Status: AA Application Accepted
 Status Date: 23-NOV-2004

Comment: Application sent to hiring dept. for review

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the <u>Status Log</u> tab.
2	View status information.



Section C: Day-to-Day Operations

Lesson: Tracking Applicants by Requisitions or Positions (Continued)

◀ Jump to TOC

Interview Lob tab

You can view interviewers' comments on the Interview Log tab.

Applicant Entry by Requisition/Position PAAPOS 7.0 (C700)

Requisition Number: R000000001
Position Number: F00018 Science Professor
Position Class: FAP04 SOAS Professor

Applicant Information Status Log Interview Log

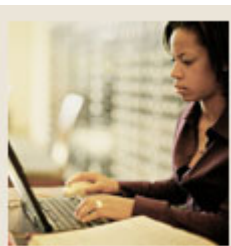
Applicant ID: 000010031 Ms. Kelley Nicole Reed
Interviewer: 10000011 Eugene V. Adams
Date: 23-NOV-2004
Time: 15:00 (03:00PM)

Comment:
Ms. Reed has previous experience at Forrest University as a Science professor. She gave multiple examples of how she integrated adult learning theory into her lectures to make them dynamic and interactive. She demonstrated excellent platform skills when we asked her to give a 5 minute simulation of one of her lectures.

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the <u>Interview Log</u> tab.
2	View status information.
3	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Performing Inquiries on Applicants and Requisitions

◀ Jump to TOC

Introduction

The Applicant Tracking module provides several forms for performing different types of inquiries.

- The Applicant List Form (PAIALST) displays all requisitions, positions, and position classifications associated with a specified applicant.
- The Applicant by Position/Position Class/Requisition Form (PAIPOSN) lists the name and status of each candidate for a specific requisition or position.
- The Requisition Candidate Form (PAIRCAN) lists all applicants who have applied for an open position.
- The Position Requisition List Form (PAIREQL) lists all position requisitions on the database in order of requisition number.

Purpose

The Applicant List Form (PAIALST) displays all requisitions, positions, and position classifications associated with a specified applicant.

SCT Banner form

Requisition Number	Position Number	Position Class	EEO Skill	
R000000001	F00018	FAP04	20	Science Professor SOAS Professor Faculty

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Applicant List Form (PAIALST).
2	Enter the ID of the applicant you want to display or select the Search function to find it in the ID field.
3	Perform a Next Block function.
4	Click the Exit icon after viewing the data.



Lesson: Performing Inquiries on Applicants and Requisitions (Continued)

◀ [Jump to TOC](#)

Purpose

The Applicant by Position/Position Class/Requisition Form (PAIPOSN) lists the name and status of each candidate for a specific requisition or position.

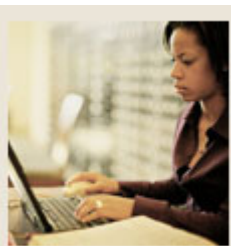
SCT Banner form

[illegible]

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Applicant by Position/Position Class/Requisition Form (PAIPOSN).
2	Enter the number of the requisition you want to display or select the Search function to find it in the Requisition Number field. <u>Notes:</u> If you have multiple requisitions for the same position number, leave the Requisition Number field blank. This can occur, for example, if you're hiring two bookstore clerks: there will be two requisitions for the same position. You can enter values in either the Requisition Number field or the Position Number field, or in both. You can not leave both fields blank.
3	Enter the number of the requisition or select the Search function to find it in the Position Number field.
4	Perform a Next Block function.
5	Click the Exit icon after viewing the data.



Section C: Day-to-Day Operations

Lesson: Performing Inquiries on Applicants and Requisitions (Continued)

◀ Jump to TOC

Purpose

The Requisition Candidate Form (PAIRCAN) lists all applicants who have applied for an open position.

SCT Banner form

Requisition Candidate List PAIRCAN 7.0 (C700)

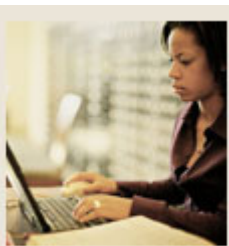
Position Requisition Number: FAC0000001

ID	Name	Position Number	Current Employee	Previous Employee	Current Disposition	Current Status	Application Date	Application Status Date
710000068	Nancy Velez	F10003	☐	☐	☐	☐	12-JUN-1994	
710000057	George Garcia	F10003	☐	☐	☐	☐	11-JUN-1994	
710000069	John Walsh	F10003	☐	☐	☐	☐	11-JUN-1994	
710000054	Bruce Jones	F10003	☐	☐	☐	☐	08-JUN-1994	
710000050	Donna Hart	F10003	☐	☐	☐	☐	02-JUN-1994	
207000001	Ms. Barbara Jensen	F10003	☒	☐	☐	☐	01-JUN-1994	
710000004	Randall White	F10003	☒	☐	☐	☐	01-JUN-1994	
			☐	☐	☐	☐		
			☐	☐	☐	☐		

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Requisition Candidate Form (PAIRCAN).
2	Enter the number of the requisition you want to display or select the Search function to find it in the Position Requisition Number field.
3	Perform a Next Block function.
4	Click the Exit icon after viewing the data.



Section C: Day-to-Day Operations

Lesson: Performing Inquiries on Applicants and Requisitions (Continued)

◀ Jump to TOC

Purpose

The Position Requisition List Form (PAIREQL) lists all position requisitions on the database in order of requisition number.

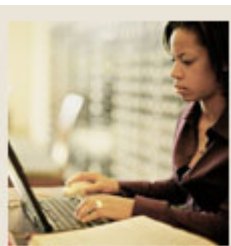
SCT Banner form

Requisition Number:	Requisition Status:	Position Number:	Position Name:	Vacancy Date:	Expected Hire Date:	Application Open Date:	Application Close Date:
ADM0000001	OP Open	A00103	Director of Communications	01-JUN-1994	01-JUL-1994	15-MAY-1994	15-JUN-1994
ADM0000002	OP Open	A00105	Director Physical Plant	01-APR-1994	01-APR-1994	01-MAR-1994	15-MAR-1994
FAC0000001	OP Open	F10003	Professor	30-JUN-1994	01-JUL-1994	01-JUN-1994	15-JUN-1994
R000000001	OP Open	F00018	Science Professor	23-NOV-2004	10-JAN-2005	23-NOV-2004	23-DEC-2004
STAFF00001	OP Open	C10001	Clerk I	01-OCT-1995	10-OCT-1995	01-SEP-1995	15-SEP-1995

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Position Requisition List Form (PAIREQL).
2	Click the Exit icon after viewing the data.



Section C: Day-to-Day Operations

Lesson: Self Check

◀ Jump to TOC

Directions

Use the information you have learned in this workbook to complete this self check activity.

Question 1

If an applicant has never been associated with your institution before, you must generate a Person record using the Position Requisition Form (PAAREQU), before you can create an Applicant Record.

True or False

Question 2

You can enter a value in either the **Desired Salary** field or the **Desired Hourly Rate** field, but not both.

True or False

Question 3

Status and Interviews are two kinds of information tracked on the Applicant Information Form (PAAAPL)

True or False

Question 4

_____ Applicant Entry by Requisition/Position Form (PAAAPOS)

_____ Applicant Information Form (PAAAPPL)

_____ Applicant List Form (PAIALST)

_____ Applicant by Position/Position Class/Requisition Form (PAIPOSN)

- a) Displays all requisitions, positions, and position classifications associated with a specified applicant.
- b) Tracks information about the group of applicants for a specific requisition or position.
- c) Tracks a number of activities related to the application, interviewing, and hiring process.
- d) Lists the name and status of each candidate for a specific requisition or position.



Section C: Day-to-Day Operations

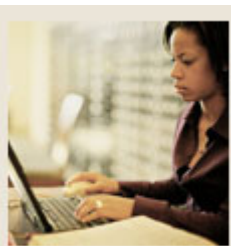
Lesson: Self Check (Continued)

◀ [Jump to TOC](#)

Question 5

If you want to view all the applicants for a position, and you have three open requisitions for that position, you should open the Applicant by Position/Position Class/Requisition Form (PAIPOSN) and enter the position number but not the requisition number.

True or False



Section C: Day-to-Day Operations

Lesson: Answer Key

◀ Jump to TOC

Question 1

If an applicant has never been associated with your institution before, you must generate a Person record using the Position Requisition Form (PAAREQU), before you can create an Applicant Record.

True. You must generate a Person record using the Person Identification Form (PPAIDEN).

Question 2

You can enter a value in either the **Desired Salary** field or the **Desired Hourly Rate** field, but not both.

False. You can enter one or both.

Question 3

Status and Interviews are two kinds of information tracked on the Applicant Information Form (PAAAPL)?

True.

Question 4

 b Applicant Entry by Requisition/Position Form (PAAAPOS)

 c Applicant Information Form (PAAAPPL)

 a Applicant List Form (PAIALST)

 d Applicant by Position/Position Class/Requisition Form (PAIPOSN)

- a) Displays all requisitions, positions, and position classifications associated with a specified applicant.
- b) Tracks information about the group of applicants for a specific requisition or position.
- c) Tracks a number of activities related to the application, interviewing, and hiring process.
- d) Lists the name and status of each candidate for a specific requisition or position.

Question 5

If you want to view all the applicants for a position, and you have three open requisitions for that position, you should open the Applicant by Position/Position Class/Requisition Form (PAIPOSN) and enter the position number but not the requisition number.

True.



Section C: Day-to-Day Operations

Lesson: Appendix A- Reports

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Introduction

The following describes the reports that support Recruitment and Applicant Tracking. For more specific information about these reports, please refer to Chapter 20, Reports and Processes, in the Banner Human Resources User manual.

Reports

The following chart lists the report, its SCT Banner name and its functionality.

Report Name	SCT Banner Name	Functionality
Match Applicants to Positions Report	PARMAPP	Matches applicants (including employees who have applied for new positions) to existing vacancies according to qualifications specified and weighted by the requester.
Applicant Report by EEO Skill	PARAPPL	List applicants by EEO skill. The following is a sample report.
Requisition Status Report	PARREQS	Provides detailed status of requisition descriptions. The following is a sample report.
New Hire and Rehires Report	PERHIRE	Lists new hires and rehires. The following is a sample report.
Applicant Flow by Position Groups Report	PERPAPP	Analysis of applicants by position group and gender/minority classification. The following is a sample report.



Section D: Reference

Lesson: Overview

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Introduction

The purpose of this section is to provide reference materials related to the workbook.

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Section D: Reference

Lesson: Set Up Forms and Where Used

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Purpose

Use this table as a guide to the set up forms and the day-to-day forms that use them.

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Applicant Status	PTRAPPS	Applicant Entry by Requisition/Position Form	PAAAPOS
Certification Code	PTRCERT	Applicant Entry by Requisition/Position Form	PAAAPOS
Ethnic Code	PTRETHN	Applicant Information Form	PAAAPPL
Exam Code	PTREXAM	Applicant Entry by Requisition/Position Form	PAAAPOS
Requisition Status	PTRREQS	Applicant Entry by Requisition/Position Form	PAAAPOS
		Position Requisition Form	PAAREQU
Skill Code	PTRSKIL	Applicant Entry by Requisition/Position Form	PAAAPOS
Skill Level	PTRSKLV	Applicant Entry by Requisition/Position Form	PAAAPOS
Zip/Postal Code	GTVZIPC	Applicant Information Form	PAAAPPL
Applicant Source Code	PTVASRC	Position Requisition Form	PAAREQU
Comment Code	PTVCMTY	Position Requisition Form	PAAREQU
EEO Ethnic Code	PTREEOC	Applicant Information Form	PAAAPPL
Publication Code	PTVPUBT	Applicant Entry by Requisition/Position Form	PAAAPOS
Address Type Code	STVATYP	Applicant Information Form	PAAAPPL
Citizen Type Code	STVCITZ	Applicant Information Form	PAAAPPL
County Code	STVCNTY	Applicant Information Form	PAAAPPL
Degree Code	PTVDEGC	Applicant Entry by Requisition/Position Form	PAAAPOS
Degree Level Code	STVDLEV	Applicant Entry by Requisition/Position Form	PAAAPOS
Language Code	STVLANG	Applicant Entry by Requisition/Position Form	PAAAPOS
Legacy Code	STVLGCY	Applicant Entry by Requisition/Position Form	PAAAPOS
Major/Minor/Concentration Code	STVMAJR	Applicant Entry by Requisition/Position Form	PAAAPOS



Section D: Reference

Lesson: Set Up Forms and Where Used (Continued)

◀ [Jump to TOC](#)

Purpose, continued

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Medical Equipment Code	STVMDEQ	Applicant Information Form	PAAAPPL
General Medical Information	GOAMEDI	Applicant Information Form	PAAAPPL
Martial Status Code	STVMRTL	Applicant Information Form	PAAAPPL
Nation Code	STVNATN	Applicant Information Form	PAAAPPL
Port of Entry Code	STVPENT	Applicant Information Form	PAAAPPL
Religion Code	STVRELG	Applicant Information Form	PAAAPPL
Relation Code	STVRELT	Applicant Information Form	PAAAPPL
Source/Background Institution Code	STVSBGI	Applicant Information Form	PAAAPPL
State/Province Code	STVSTAT	Applicant Information Form	PAAAPPL
Telephone Type	STVTELE	Applicant Information Form	PAAAPPL
Visa Type Code	STVV TYP	Applicant Information Form	PAAAPPL



Section D: Reference

Lesson: Day-to-Day Forms and Set Up Needed

◀ Jump to TOC

Purpose

Use this table as a guide to the day-to-day forms and the set up forms needed for each.

Day-to-Day Form	Setup Forms Needed
Applicant Entry by Requisition/Position Form (PAAAPOS)	• Applicant Status (PTRAPPS) • Certification Code (PTRCERT) • Exam Code (PTREXAM) • Requisition Status (PTRREQS) • Skill Code (PTRSKIL) • Skill Level (PTRSKLV) • Degree Code (PTVDEGC) • Degree Level Code (STVDLEV) • Language Code (STVLANG) • Legacy Code (STVLGCY) • Major/Minor/Concentration Code (STVMAJR) • Publication Code (PTVPUBT)
Applicant Information Form (PAAAPPL)	• Zip/Postal Code (GTVZIPC) • EEO Ethnic Code (PTREEOC) • Address Type Code (STVATYP) • Citizen Type Code (STVCITZ) • County Code (STVCNTY) • Medical Equipment Code (STVMDEQ) • General Medical Information (GOAMEDI) • Martial Status Code (STVMRTL) • Nation Code (STVNATN) • Port of Entry Code (STVPENT) • Religion Code (STVRELG) • Relation Code (STVRELT) • Source/Background Institution Code (STVSBGI) • State/Province Code (STVSTAT) • Telephone Type (STVTELE) • Visa Type Code (STVVVYP)
Position Requisition Form (PAAAPPL)	• Requisition Status (PTRREQS) • Applicant Source Code (PTVASRC) • Comment Code (PTVCMTY)



Section D: Reference

Lesson: Forms Job Aid

◀ Jump to TOC

Purpose

Use this table as a guide to the forms used in this workbook. The Owner column may be used as a way to designate the individual(s) responsible for maintaining a form.

Form Name	Form Description	Owner
PTRAPPS	Applicant Status	
PTRCERT	Certification Code	
PTRETHN	Ethnic Code	
PTREXAM	Exam Code	
PTRREQS	Requisition Status	
PTRSKIL	Skill Code	
PTRSKLV	Skill Level	
GTVZIPC	Zip/Postal Code	
PTVASRC	Applicant Source Code	
PTVCMTY	Comment Code	
PTREEOC	EEO Ethnic Code	
PTVPUBT	Publication Code	
STVATYP	Address Type Code	
STVCITZ	Citizen Type Code	
STVCNTY	County Code	
PTVDEGC	Degree Code	
STVDLEV	Degree Level Code	
STVLANG	Language Code	
STVLGCY	Legacy Code	
STVMAJR	Major/Minor/Concentration Code	
STVMDEQ	Medical Equipment Code	
GOAMEDI	General Medical Information	
STVMRTL	Marital Status Code	
STVNATN	Nation Code	
STVPENT	Port of Entry Code	
STVRELG	Religion Code	
STVRELT	Relation Code	
STVSBGI	Source/Background Institution Code	
STVSTAT	State/Province Code	
STVTELE	Telephone Type	
STVVITYP	Visa Type Code	



Section D: Reference

Lesson: Forms Job Aid (Continued)

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Purpose, continued

AAAPPL	Position Requisition Form	
PAAAPPL	Applicant Information Form	
PAAAPOS	Applicant Entry by Requisition/Position Form	



Release Date

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